

The IHIP Grant Process

Inspection: The Building Inspector will perform an initial inspection and create a bid sheet for your approved project. If your project disturbs interior paint, a lead inspection will be ordered by the IHIP Grant Office at no cost to you. A copy of the lead report will accompany the bid package. Please **DO NOT** contact any contractors until you have received the bid package.

Bids: Once you have received the bid package, you will then obtain bids from at least three separate contractors. The bid and any specification sheets provided by the IHIP Grant Office need to be completed in full and signed by the contractor. Please note that the IHIP Grant will honor the lowest bid only.

Proof of Insurance: Before a contractor may begin any work, insurance certificates for **General Liability, Workers' Compensation and Disability** must be provided naming the Town of Irondequoit, 1280 Titus Avenue, Rochester NY 14617 as the "Certificate Holder".

Grant Agreement: Once all the required forms have been received, an appointment will be scheduled for the execution of the *IHIP Agreement*, the *Note and Mortgage* document and the *IHIP Permit Application*. A photo ID is required. (A copy of the POWER OF ATTORNEY must be in our file for any individual other than the homeowner to sign these documents.)

IHIP Permit: All IHIP Grant Projects require a permit. The permit application will be submitted for approval following the execution of the IHIP Grant documents. If there is a fee associated with the permit, this will be indicated on the bid sheet and be the responsibility of the contractor.

Authorization to Hire Contractor: Once the IHIP Agreement and the Note and Mortgage document have been signed and the IHIP Permit has been approved for issue, the IHIP Grant Office will inform the chosen contractor and have him / her contact you directly to schedule the completion of the work.

Final Inspection: Once the work has been completed, the final invoice should be sent to the IHIP Grant Office, and the homeowner will contact the IHIP Grant Office to set up a final inspection. At the final inspection, the homeowner will need to sign a *Payment Voucher*, a *Certificate of Completion* and initial any changes to the *Note and Mortgage* document. (A copy of the POWER OF ATTORNEY must be in our file for any individual other than the homeowner to sign these documents.)

Payments to Contractor: A check for the amount to be paid by the IHIP Grant will be mailed directly to the contractor. It is the homeowner's responsibility to pay his/her portion of the remaining balance.

Left-Over Funds: If any funding remains from the \$4900.00 maximum, the homeowner may complete a second project. The second project would follow all the same steps as outlined above.

Please **DO NOT** sign any contracts for IHIP Grant funded work until you've received the authorization from the IHIP Grant Office. All required steps must be completed, in the above order, for the grant payment to be processed.

No grant payment can be issued for work that does not **follow all the steps in the process**. The Town of Irondequoit must ensure that all required forms, insurances and agreements are complete before authorizing the selection of, and future payment to the selected contractor.

Please note, the Town of Irondequoit is **NOT RESPONSIBLE** for the maintenance of your property. If you require any correction(s) or repair(s) related to the work performed with these grant funds after the grant process is complete and the Certificate of Completion has been signed, it is the homeowner's responsibility to contact the company that performed the work. It is a good idea to save all of the paperwork and warranties related to the home improvement project.